Alumni Weekend Coordinator

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Office, Clerical and Technical

Position covered by the Collective Agreement with USW Local 4120

Alumni Weekend Coordinator

Alumni Affairs & Development

Temporary full-time from March 23, 2020 to July 10, 2020

Hiring #: 2020-0101

Please read the Application Instructions [1] before applying

This position of Alumni Weekend Coordinator is an opportunity to join a high-performing team of passionate professionals at the University of Guelph, one of Canada’s leading comprehensive research-intensive universities.

The department of Alumni Affairs and Development (AA&D) advances the mission of the University of Guelph by raising private support and building relationships with a broad range of stakeholders ranging from alumni and friends, to corporations and foundations. As a member of the AA&D team, the Alumni Weekend Coordinator epitomizes the department’s shared values of respect, empowerment, integrity, appreciation and forward focus.

Reporting to the Associate Director, Alumni Advancement, the Alumni Weekend Coordinator is responsible for supporting and coordinating logistical and relationship activities for Alumni & Reunion Weekend. Annually Alumni & Reunion Weekend engages over 1,100 attendees in 60+ individual activities and events and 25-30 reunions and celebrations.

Responsibilities of the Coordinator include:

- Coordinating and participating in the AW Executive and Core Committees
- Updating and maintaining the overall event critical path
- Supporting the coordination of all reunion and main event details
- Coordinating logistical tasks related to alumni registration, campus transportation, building access needs, and physical resources
- Coordinating inventory and orders with vendors
- Supporting class reunion newsletter fulfillment
- Supporting AA&D & volunteer Alumni Weekend staffing and training
- Supporting AW sponsorship, including benefits fulfillment and stewardship
- Engaging alumni and classes in reunion activity, including discovery/identification and stewardship calls
- Supporting relevant day to day reunion correspondence and outreach, and other associated duties as assigned.

Requirements for this role include:

- One (1) year community college (university degree preferred)
- A minimum of one (1) year of related experience in alumni relations, fundraising and/or non-profit program management with a proven track record of success, or an equivalent combination of education/experience
- Proven ability to work independently, and to assess priorities in a demanding work environment with tight timelines
- Ability to multi-task with excellent organizational skills and attention to detail
Superior interpersonal, verbal and communication and client service skills
Competent at problem solving and decision making
Ability to exercise good judgement, tact and diplomacy
Appropriate discretion with confidential material
Proficient use of Microsoft Office Suite and donor databases and/or CRM systems
Experience in event coordination and a demonstrated commitment to professional development is an asset.

Classification: USW, Local 4120 Salary Band 4
Normal Hiring Range: $23.13 - $25.85 per hour

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2020 02 26
Closing Date: 2020 03 04

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/alumni-weekend-coordinator

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply